

# APPENDIX E2: MINOR POLICY APPROVAL— SAMPLE LETTER TO THE PRIME MINISTER

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The Hon Xxx Yyy MP  
Prime Minister  
Parliament House  
CANBERRA ACT 2600

Dear Prime Minister

I am writing to seek your approval of a proposal which will require legislation but which does not in my view require consideration by Cabinet. *[Refer to any previous related correspondence.]*

The proposal is to amend the XYZ Act 2000 (and the GHI Act 2000, etc.) by means of amendments to be included in the PQR Bill, which has a place as a category A bill on the legislation programme for the 201X Spring/Autumn/Winter sitting period.

The XYZ Act 2000 *[include a brief description of the Act if appropriate]..*

The effect of the amendments I propose would be to ... *[If there are only a few amendments, these can be included in the letter. If there are a number of amendments for which approval is sought, the amendments can be set out in an attachment to the minister's letter. The attachment could be set out as follows:*

**Amendments to the XYZ Act 2000:**

**Proposed amendment/measure:** *describe the outcome/intent/change to be achieved—do not just list sections of the Act that are proposed to be amended.*

**Background:** *explain, in a short paragraph, how the need for the amendment(s) arose (e.g. difficulties in implementation, unintended consequence of previous amendment, etc.) or why there is considered to be a need to amend the Act or add new provisions, etc., and also explain the need for the amendments to be introduced or passed before a particular date.*

Industry has raised the following: *[summarise views of relevant stakeholders]*. The amendments I propose seek to address these views by *[detail impact on stakeholders]*.

I have consulted the Minister for XYZ *[consultation is required where the proposal significantly affects the portfolio interests of other ministers]* and attach copies of his/her/their agreement to the proposal. **OR** I have written to the Minister for XYZ about his/her views on the proposal.

A copy of the correspondence is attached.

*[Note: It is preferable to obtain the views of other ministers before writing to the Prime Minister.]*

I believe the measures do not warrant consideration by Cabinet, because *the financial impact will be small [with an estimated (saving, expense, revenue loss or gain) of \$0.x million p.a.]; because they are not politically sensitive; and because other ministers with an interest have been/are being consulted (and have given their agreement). [If there are sensitivities, indicate how these are being managed.]*

A regulation impact statement is attached/is not required. *[The OBPR's advice as to compliance with the regulation impact statement requirements and on whether the level of analysis is adequate must also be included.]*

The contact officer in my department in relation to these proposals is ... *[include the name and phone number of the relevant policy officer(s)].*